横須賀基地空席広報		広報番号: Announcement No.	SRFJRMC-086-15	
VACANCY ANNOUNCEMENT		募集締切日: Closing Date	17 Mar 15	
		発行日: Date of Issue	4 Mar 15	
1.職種名 Job title (等級 Grade _7 /語学等級 LD _4 )  Management Analyst, #120 (管理分析職)  Acceptable trainee level (採用可能見習い等級): 1-5    事務系	I) 45	Current MLC/IHA Em. II. ② 現 MLC/IH Current MLC/IHA Em. III. ② 現 MLC/IH Current MLC/IHA E. IV. □ 外部 Off B   5.雇用の種類 Typ ② MLC □ IHA ② 常用 Permaner	A 従業員(部隊内) ployee within Activity IA 従業員(通勤圏内) ployee in commuting distance A 従業員(全在日米軍) Employee Japan Wide ease Applicant  De of Employment  HPT	
6.職務内容 Duties  See attached sheet				
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work, <b>OR</b> possession of doctorate degree in accredited graduate school in a related field may qualify him/her at 1-7 level. b. Knowledge of Lean Six Sigma methodology. c. Knowledge of SRFJRMC objectives, organizational structures, and functions. d. Knowledge of analytical and evaluative methods applicable to conduct studies that identify ways to improve effectiveness of work methods, procedures, organizations, manpower use, distribution of work assignments, information and documentation systems, and similar functions. e. Skill in operating computer with applications such as Microsoft Word, Excel, and Power Point. f. Ability to lead in planning, developing, and implementing improvement projects. g. Ability to manage complex workflow design projects and serve as on-site project realization champion. h. Ability to speak, read and write English at exceptional proficiency level (LD-4).				
*The selectee of the position must be able to attend and successfully complete Black Belt training and receive certification.				
*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.  1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, <b>OR</b> possession of master's degree in a related field may qualify him/her at 1-6 level.  1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work, <b>OR</b> completion of 4-year college/university in a related field may qualify him/her at 1-5 level.  * Handicapped applicants may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency: □必要なし None □初級 Basic □中級 Intermediate □上級 Advanced ⊠特段の能力 Exceptional				
学歴 Educational Background: N/A				

8.提出するもの Application and Associated Documents		職務状況		
		Working Condition		
*☑ 空席応募用紙 Application for Vacancy Announcement		Condition		
* 専門職務経歴書 Resume of Specialized Work Experience				
*の記入は Complete * in □ 日本語で Japanese □ 英語で English □ どちらでも Either				
図 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』				
If you have any family/relatives who work at U.S. Navy base/facility in Japa	n, "Questionnaire on Relatives"			
□ 運転免許証の写し Copy of Driver's License				
□ 修了証/証明書の写し Copy of Certificate				
英語の能力を証明するものの写し Certificate of English Proficiency (Copy)				
図 82 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)				
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)				
図 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy				
9. 応募書類提出先 Office to Submit				
内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、	応募書類提出先が違います。	上記必要提出物を		
お間違えの無い様、 郵送/提出して下さい。 募集締切日必着。 Office to submit job application documents is				
different for Current MLC/IHA Employees versus Off Base Applica				
documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.				
(注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者(非従業員)からの応募書類は				
無効となりますのでご注意下さい。 When item #4, "Area of Conside				
employees" only, Off Base Applicants will be rated ineligible.	ation above shows Current is	ILC/IIIA		
employees only, on base apparents win be faced menglotes				
1. 内部応募者(現 MLC/IHA 従業員)提出先 (米海軍横須賀基地日本人雇用課 (HRO)) :				
Current MLC/IHA Employees must submit to (Human Resources	Office (HRO), Yokosuka Navy !	Base):		
〒238-0001     〒238-0001				
神奈川県横須賀市泊町1番地 1 Banchi Tomari-cho, Yokosuka				
PSC 473 BOX 22 CNRJ HRO N132				
P 1 100K/ LACCHSTOIL 2+3-0132				
米海軍横須賀基地正門左手前事務所1階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置				
してあります。 毎日午前0600時より、午後0600時までこの箱への応募書類の提出が可能です。				
Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is				
installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left				
side of the main gate to the Yokosuka Navy Base.				
2. 外部応募者(非従業員)提出先: Off Base	Applicants must submit to:			
〒238-0011 〒238-00				
神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka				
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA				
管理第一係 Management #1 Section				
電話番号 Phone 046-828-6959				
受付時間:月曜—金曜、0830-1730時 (日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。				
Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of				
employment.				
<b>10. 事務処理欄</b> For Official Use				
募集部隊担当 Activity POC: SRF-JRMC MLC Manpower Division (C1160) 軍電 (DSN) 243-4552				
PD No.: SRFJRMC-100CIA-001 PD is accurate and current. Certification		HRO: (rcvd: 2/27) as 3/2		

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません。Submitted applications will not be returned.

## PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

Task List PD No.: SRFJRMC-100CIA-001

Management Analyst, #120-7

General: The position is responsible for leading Lean projects of significant scope as determined by the project selection process. The position receives extensive training built around Lean Six Sigma improvement process, tools and leadership skills, and complete projects with documented return on investment.

Project Designing/Planning/Implementing/Analysis/Reviewing

- 1. Serves as a team leader on a Lean Six Sigma project team analyzing, reviewing and providing both technical and administrative support. Responsible for the planning, analysis, and completion of Lean Six Sigma projects. Responsible for performing project scope, data analysis, tool usage and Six Sigma methodology in support of SRF-JRMC objectives. Analyze and maintain accurate and timely project tracking information; identify key metrics and performance indicators, and assist in documenting Lean Six Sigma project results.
- 2. Leads in implementing improvement projects, which are of an approximate value of up to \$1M. Assigned to projects that are within the SRF-JRMC enterprise. Assists in documenting and reporting tangible cost benefits and Return on Investment (ROI) results.
- 3. Responsible for planning and organizing the study, estimating costs, coordinating with the appropriate staff and line management personnel, and conducting all phases of the project for a wide variety of organizational structures and functions complicated by many and varied overlapping operations and interlocking procedures. This frequently involves the definitive interpretation of regulations and study procedures, and the initial application of new methods.
- 4. Analyze and conduct studies that identify ways to improve effectiveness of work methods, procedures, organizations, manpower use, distribution of work assignments, delegations of authority, management controls, information and documentation systems, and similar functions.
- 5. Manages complex workflow design projects, using measurement and statistical process control tools, and serves as on-site project realization champion. Conducts analytical studies and evaluations requesting and utilizing input from managers throughout the command, and develops reports and consensual agreements as to the findings/recommendations.
- 6. The incumbent will provide training to other team members as required. The incumbent will be responsible for training and mentoring green belts.
- 7. The incumbent will perform other duties as required to meet the needs of the Continuous Improvement Office, Deployment Champions and other Team Leaders.

## Qualification Requirements:

Must be able to attend and successfully complete Black Belt training and receive certification.